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| SCHEDULE NO. | 25X1A |
| 12.02-59 | |

CONCURRENCE

| OFFICE, DIVISION, BRANCH | SIGNATURE | (PD) |
| DCI - EXECUTIVE REGISTRY (files up to Oct. 1959) | TITLE Info Control Officer | DATE 10-13-59 |

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	**DIRECTOR'S SUBJECT FILE** Consists of correspondence, memoranda, and other papers which document and/or reflect the policies, procedures and plans of the Agency activities, both internally and externally; between this Agency and the White House, The Congress, agencies of the USIB, individuals and others. Files are maintained by source and chronologically thereunder.		Permanent. Disposal not authorized. Transfer to Agency Records Center when no longer needed for reference purposes.
	a. White House, USIB, Joint Chiefs, other agencies and Congress. (1947-to date)	12.0	
	b. Agency Components filed by offices. (1955-to date)	7.5	
	c. Individuals alphabetical file (1955-to date)	11.0	
	d. General Subject file (1954-to date)	6.0	
2	**CHIEF OF STATION CORRESPONDENCE** a. These are letters of instructions, directives, actions and correspondence sent through ICIRIS channels to and from the Director and the Chiefs of Stations and Chief of Bases. Maintained by station. (1955 to date)	1.0	Permanent. Disposal not authorized. Transfer to the Records Center when no longer needed for reference purposes.

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(41)

b. Monthly letters to the Director from the Chiefs of Stations and Chiefs of Bases. These serve as reports from the field on activities at each station. Filed by Station and chronologically thereunder.

(1956 to date)

2.5 Permanent. Disposal not authorized. Transfer to the Records Center when no longer needed for reference purposes.

Destroy - 5/22/62.
Transfer for I O Officer 6-27-62

3 **SPEECH FILE**

These are copies of speeches delivered by the director before groups and organizations at various occasions. Filed by topic or event.

a. One copy of each speech to be maintained as the Agency record copy.

b. Extra copies of speeches maintained for reference or distribution purposes.

6.0

Permanent. Disposal not authorized. Retire to the Record Center on an annual basis.

Temporary. Destroy when no longer needed. - 6/12 year

INTELLIGENCE ESTIMATES FILES

These are copies of all National Intelligence Estimates, and Special Estimates which were prepared by ONE and referred to the DCI for his information. Files are maintained for reference purposes. Filed by NIE number and by SE number.
(1957,58,59)

4.4 Temporary. Destroy when no longer needed for reference purposes.

1958, 1959, destroyed 5/22/62 DL3

PROJECT COMMITTEE FILES

Consists of copies of approvals, project outlines, justifications, authority for expenditure of funds, and other papers relating to projects which generally exceed $25,000. Official copies are retained by the Project Review Committee. Filed by project name.

(1957 to date)

1.0 Temporary. Destroy after 2 years. Cut off at the end of each calendar year; hold in current files area for two years and destroy.

Destroy -- 1-21-64

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8.9

U. S. INTELLIGENCE BOARD

    Consists of copies of USIB documents which are retained for reference of the DCI and his staff. Records copies are maintained by OCR DDI. The files contain copies of the agenda, minutes of meetings, directives and other papers relating to the USIB.

            (1958-59)

1.0   Temporary. Destroy when no longer needed for reference purposes.

1958, 59, 60 destroyed 5-22-62

8.10

OPERATIONS COORDINATING BOARD FILE

    Consists of the Director's copies of OCB status reports which are maintained for reference purposes. Record copies are maintained by the OCB/FPC/DDP who serves as the Agency representative on the Board. Filed by subject or program title.

            (1958 to date)

1.0   Temporary. Destroy after 6 months.

8.11

SPECIAL REPORTS FILES

    These are extra copies of various reports which are loaned out for information and reference purposes. Some of the specific types of reports are the Hoover Commission Report, Jackson Committee Report, Jackson - British Report, Eberstadt Committee Report and others.

6.0   Temporary. Review reports annually. Submit list to Admin officer for disposition (ie. offer to Records Center or the Library).

Hold in ER

8.12

REFERENCE PUBLICATIONS

    These are copies of various types of published reports originating in the office of the DDI, DDP and copies of the ████████. Maintained for information and reference purposes.

2.0   Temporary. Destroy when no longer needed for reference purposes.

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COMMUNICATION LOGS

Consists of various posting media which
serve as logs for recording classified material
received or dispatched by the DCI or his staff.
Maintained primarily in accordance with Security
regulations. Filed by category and chronologically
thereunder.

a. **Top Secret Log.** Retained signed copies
recording receipt, internal movement and
disposition of TS material. Copy forwarded
to TS Control Officer. From June 1958 log
maintained on 5x8 form. Filed chronologi-
cally.
(1946 to date)

1.5 — Temporary. Disposal not authorized.
Retain in current files area indefinitely.

b. **Secret and below.** Record of the receipt
and disposition of material which is classi-
fied secret and below. These logs also
contain a brief summary of the subject matter
of each communication logged and serve as an
index to the subject files.
(1946 to date)

13.0 — Temporary. Disposal not authorized.
Retain in current files area indefinitely.

c. **Cable Log.** Record of all cables received
in the office. Maintained by cable number.

1.2 — Temporary. Destroy when one year old.
1960 - Destroyed 5/22/6?

11
14

LOCATOR CARD FILES

Consist of 3x5 cards which serve as an index
to subject files, catalog, address locator, and
as a cross reference to the mail logs and to the
various files maintained by the Registry. Cards
are filed by source, subject, alphabetically
and chronologically.
(1952 to date)

12.0 — Temporary. Retire to Records Center one
year after change of Director.
Hold - ?

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
~~12~~ 15	**DISCONTINUED PROGRAMS AND COMMITTEE FILES** These are accumulations of the correspondence and other documents which remain when programs or committees have been discontinued;also the inactive files of members of the Director's Staff who are no longer active in such capacity. Files are transferred to the Registry for disposition.	1.0	Temporary. Screen through and destroy duplicate material; incorporate remainder in respective files.
~~13~~ 16	**DOCUMENT RECEIPTS** Consist of retained signed copies of receipts for classified documents which were sent to other offices or agencies. Filed chronologically. (1958 to date)	.1	Temporary. Destroy after 2 years. Retain in current files area for two years and destroy. *1953, 1954, destroyed 5/22/61, field*
~~14~~ 17	**COURIER MAIL RECEIPTS** Consists of the retained copy of Courier's Classified Mail Receipt, which was signed by the courier for classified material picked up for delivery to the addressee. Filed chronologically. (1959)	1.0	Temporary. Destroy after 3 months.
~~15~~ 18	**ADMINISTRATIVE FILES** These are notices, memoranda, requisitions, instructions, papers on personnel matters and other housekeeping files accumulated for administration of the staff. Filed by subject category.	.6	Temporary. Destroy after one year. Cut off at the end of each year; retain for one year and destroy.

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